

STATINTL

NOTE: SEE INSTRUCTIONS ON REVERSE SIDE

REPRODUCTION REQUISITION

JOB NUMBER 000200180005-0

ORDERED BY (PERSON)

Approved For Release 2000/08/25 : CIA-RDP58-00453R000200180005-0

BRANCH OR OFFICE

Office of General Counsel - Branch Office

BUILDING

J

ROOM

1711

PHONE

3436

THIS DATE

7 May 1953

DATE JOB REQUIRED

As soon as possible

SERVICE REQUIRED	X	SIZE	NUMBER OF ORIGINALS	COPIES REQUIRED ON EACH	TOTAL NUMBER OF COPIES	PRINT		BINDERY		DISPOSITION OF STENCILS, NEGATIVES, PLATES, COPY, ETC.	
						X	X	X	X	X	X
PHOTOSTAT	X	8 1/2 x 13 1/2	4	NEG.	4	ONE SIDE	X	ASSEMBLED	X	RETURN	X
				POS.		TWO SIDES		UNASSEMBLED		RETAIN	
PHOTOGRAPHY				NEG.		HEAD TO HEAD		FASTENED		DESTROY	
				PRINTS		TUMBLE HEAD		PUNCHED			
MICROFILM				NEG.		PAPER		PADDED		ESTIMATED MONTHLY USAGE	
				PRINTS		KIND	COLOR	ADDRESSED		CLASSIFICATION	
OZALID						Bond	White	PERFORATED			
COMPOSING						INK		RERUN DATA	X		
						COLOR	NUMBER	TO BE RERUN			
OFFSET PRINT								NOT TO BE RERUN			
MIMEOGRAPH						REMARKS:					
ADDRESSOGRAPH						4 photostatic copies of 3 pages as per attached.					

DELIVERY RECEIPT

THE SERVICE ORDERED ON THIS REQUISITION RECEIVED

19

FORM NO. 36-2 JUL 1950

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(SIGNATURE OF RECEIVING OFFICIAL)

16-62490-1

(SIGNATURE OF REQUISITIONING OFFICIAL)

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INSTRUCTIONS

Submit this requisition in triplicate for each type of job. The blue copy will be returned with the date of its receipt and the requisition JOB NUMBER indicated.

Always refer to requisition JOB NUMBER when inquiring about work.

When requesting reruns reference should be made to the prior JOB NUMBER under "Remarks."

Name, building, room, phone, etc. appearing at the top of the requisition should be that of the person most familiar with the job.

Determine definitely what is wanted before sending copy for reproduction. Rebuilding a form in proof is expensive, often costing more than the original composition.

(OVER)

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